

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code or local fire and/or building code as approved by the State Fire Prevention and Building Code Council. Under general supervision, provides for the coordination of all activities relevant to ensuring compliance with local Zoning Ordinances and other appropriate laws, codes, rules and regulations. This may include seeking Court enforcement of orders. A Code Enforcement Officer may supervise a small number of building/zoning personnel and/or clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains records concerning code enforcement activities, including applications received, permits and certificates issued, fees charged and collected inspection reports, etc.;

Supervises the operation of the municipal building/code enforcement department;

Provides advice on the State Uniform Fire Prevention and Building Code, municipal building and/or zoning rules and regulations and other relevant State laws and rules to various boards and committees as well as the general public;

Reviews applications for building permits to insure that they meet the requirements of ordinances and codes;

Inspects existing buildings and structures to insure conformity with codes;

Investigates complaints and attempts to resolve problems through consultation and enforcement, if necessary;

Issues, denies or revokes building permits and certificates of occupancy;

Orders code violations in existing structures to be removed and arranges for condemnation notices to owners and builders for improper or hazardous conditions;

Issues written notices to correct code violations in existing structures;

May file complaints when appropriate, seeking Court enforcement of various codes.

Attends basic municipal meetings (i.e. Town, Zoning/Planning Boards, etc.) to make reports, answer questions and provide technical expertise as needed;

Coordinates review of development projects with other departments;

Advises the fire department, the DEC and other government entities of problems or developments for which they need to be informed;

Monitors the activities of electrical inspectors;

Prepares a variety of reports relevant to Code Enforcement activities for the municipal government;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of building trades; good knowledge of the State Uniform Fire Prevention and Building Code and the local Zoning Code; good knowledge of the applications of municipal building codes; good knowledge of Americans with Disabilities Act and other relevant state and federal regulations; ability to write clear and concise reports and to maintain records; ability to establish and maintain cooperative relationships with public officials, building contractors, and the general public; ability to read and interpret plans and specifications; ability to enforce provisions of various laws; physical condition commensurate with the demands of the position.

Continued on Page 2

CODE ENFORCEMENT OFFICER

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State college or university with an Associate's Degree in Mechanical or Structural Engineering, Building Construction Technology or a closely related field; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in building or code inspection and/or enforcement, building construction (contractor or journey level trades), structural design or planning; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of an appropriate New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

NOTE: Candidates for appointment in this class will be required to complete mandated training as established by the New York State Department of State.

* Journey-level skilled trades include experience as a carpenter, electrician, mason, plumber, heating, ventilating and air conditioning technician or welder.

REVISED: June 1, 2010, 12/30/15, 1/30/19

CIVIL SERVICE CLASSIFICATION: VARIES BY JURISDICTION